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GOVERNOR

STATE OF ALABAMA
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BRYCE HOSPITAL
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JAMES V. PERDUE
COMMISSIONER
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HOSPITAL DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION
AN EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Accounting Assistant I

NUMBER: 16-18

JOB CODE: K1000

POS. #: 8802127

SALARY RANGE: 57 (\$24,595.20 - \$36,489.60)

DATE: May 6, 2016

JOB LOCATION: Bryce Hospital, Tuscaloosa, Alabama

MINIMUM QUALIFICATIONS: Graduation from a standard senior high school, plus some (12 months or more) responsible clerical accounting work experience.

KIND OF WORK: Maintain work schedules, annual cards and payroll cards for Nursing Service personnel. Enter payroll data into the computer and explain timecards and usage of time to staff assigned as requested by them. Maintain Unit files on assigned employees with appropriate information, including records of call-ins, tardiness, unexcused absences etc. Submit appropriate information to Human Resources in regard to FML, Military Leave, Donated Leave and Leave without Pay and charge time. Maintain financial records and make basic math computations. Monitor accumulation of holiday and annual leave to inform MHW III's/Head Nurses of staff who have excessive leave balances with appropriate follow-up and assist with periodic sick leave reviews. Answer telephone communications in a timely manner and record messages.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of accounting principles and practices. Knowledge of computer programs, various software and general office equipment. Demonstrated ability to communicate effectively both orally and in writing. Ability to be courteous and professional at all times with patients, employees and the general public. Ability to maintain strict confidentiality.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. **Drug test required. Security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.**

HOW TO APPLY: USE AN OFFICIAL APPLICATION FOR PROFESSIONAL EMPLOYMENT (EXEMPT CLASSIFICATION) WHICH MAY BE OBTAINED FROM THIS OFFICE OR THE OFFICIAL WEB SITE www.mh.alabama.gov. THE APPLICATION SHOULD BE RETURNED TO PERSONNEL OFFICE, BRYCE HOSPITAL, 1651 RUBY TYLER PARKWAY, TUSCALOOSA, ALABAMA, 35404 BY **UNTIL FILLED** IN ORDER TO BE CONSIDERED FOR THIS POSITION. DO NOT RETURN THIS APPLICATION TO THE STATE PERSONNEL DEPARTMENT. **PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT(S) FORWARDED TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS. JOINT COMMISSION ACCREDITED/EQUAL OPPORTUNITY EMPLOYER.**

"Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application."